



CITY OF HOUSTON

Job Posting

Cd	Applications accepted from:	ALL PERSONS INTERESTED
Job Classification		EXECUTIVE STAFF ANALYST (Executive Level) (City of Houston / Public Works and Engineering Light Rail Coordinator)
Posting Number		PN# 105427
Department		Public Works & Engineering Department
Division		Engineering & Construction
Section		Office of the Deputy Director
Reporting Location		611 Walker, 14 th Floor
Workdays & Hours		M – F; 8:00 a.m. – 5:00 p.m.*
		*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Serve as the City's / Department's Light Rail Coordinator as defined by interlocal agreement between the City and METRO and as further defined by the Director; in this capacity serves as liaison for Director, Public Works and Engineering, with reporting through Deputy Director, Engineering and Construction, for all coordination between the City and METRO related to engineering and construction of the METRO light rail segments and other aspects of the METRO Solutions construction program; facilities communication between the agencies, represents City positions and protects City interests; tracks all coordination issues, prepares and submits all reports within suspense's; identifies issues impacting Department / City services and provides notice and relevant information to concerned staff; makes recommendations to Director to resolve issues.

WORKING CONDITIONS

Works in normal office environment and has discretion about walking, standing or sitting; routinely makes field visits as necessary to observe site conditions, to include construction sites, or specific program issues.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, Civil or Transportation Engineering or a field directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of experience in managing or coordinating projects related to surface transportation and / or utility distribution systems in the public right-of-way.

MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference to candidates with knowledge of Houston ordinances and City / Departmental policies and procedures; knowledge of City's GIMS system; knowledge and experience with regard to City's policies and procedures with regard to capital improvement planning and programming.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 30	
\$2,806 – \$3,210 Biweekly	\$72,956 - \$83,460 Annually

OPENING DATE July 20, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496.**

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